

**Quarterly reports are due by the 10<sup>th</sup> of the month following the end of the quarter: October 10, January 10, and April 10.**

- **ELECTRONICALLY SUBMIT** this report via E-Mail to: [HHAAunit@dhcd.virginia.gov](mailto:HHAAunit@dhcd.virginia.gov)
- Enter data that reflects client information for the fiscal year.
- **TANF Eligible Families** - consists of a child living with a custodial parent or other adult caretaker relative with income not to exceed 200% of the federal poverty level. (As published by the United States Department of Health and Human Services.) The most current poverty guidelines are available at [www.hhs.gov](http://www.hhs.gov). Enter "poverty guidelines" in the Search box.

**TOTALS ARE CALCULATED AUTOMATICALLY**

- **Begin by entering the Organization Name. (Complete Legal Name)**
  - **Select the type of shelter (emergency shelter, day shelter, winter shelter, domestic violence emergency shelter or transitional housing) from the drop down list.**
  - **Enter the State Shelter Grant number.**
  - **Enter the name and telephone number of the person submitting the report.**
1. Enter the total number of new households for this fiscal year as TANF-eligible or All Other Households. ***Include only those households entering for the first time since July 1, 2005.***
  2. Enter the appropriate number for each sub-category under family composition. Each entry will be either TANF-Eligible or All Other Households.
  3. Enter the Race for each Head of Household. If the client does not self identify to one of these categories, use your best judgment.
  4. Enter the number of Hispanic Head of Households according to TANF eligibility under "Yes". All others would be "NO." This is not a race category, but one of ethnicity. These individuals are also counted in the total for question #3.
  5. Enter number of New Persons by Male and Female according to the Household's TANF-eligibility.
  6. Enter number of New Persons by Age category according to the Household's TANF-eligibility.
  7. Enter number of New Persons who are Veterans according to TANF-eligibility.
  8. Enter the Reason for Homelessness for each NEW household. Chronic homeless are defined as "An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the last three (3) years."
  9. Enter number of Chronic Homeless as defined on the reporting form. This number should balance to the number indicated in line 8 showing chronic as the reason for homelessness.
  10. Enter Source of Referrals for all New Households. Each entry will be either TANF-Eligible or All Other Households.
  11. Enter the Sources of Income for all New Households. Be sure to check all sources that apply.
  12. Enter the total number of bed nights provided during the reporting period for Adult and Children.
  13. Enter the Number of Persons Turned Away under the appropriate reason.
  14. Enter the New Sources of Income at Discharge under the appropriate category. Enter any new income sources for the household received since entering the shelter.
  15. Enter the Housing Placement at Exit by selecting the appropriate placement type in the subcategory Temporary or Permanent and according to the Household's TANF eligibility. If placement at discharge was permanent and with family, please identify Permanent with the type of housing category. Use Family/Friends category under Temporary, when the household knows in advance the placement is temporary and has a finite time in which to relocate again.

**An error message appears in red when totals do not balance. The message will identify which questions are out of balance. After all questions are completed and there are no error messages, the report is ready to be submitted.**

After completing the quarterly report, use "save as (agency name) SSG 1<sup>st</sup> Quarter Report" to your computer. Completed report should be e-mailed to [HHAAunit@dhcd.virginia.gov](mailto:HHAAunit@dhcd.virginia.gov) with the name of your agency in the subject line and the report type: "YWCA-Richmond- SSG 1<sup>st</sup> Quarter Report."

